

SABIT U.S. Host Company End-of-Internship Report Guidelines

Please incorporate the following information in your end-of-internship report:

1. Company Name
2. Intern Name, Title, Organization
3. Length of Internship, including dates of arrival and departure
4. Goals of Training
5. Description, *on a weekly basis*, of the training your firm provided to the intern. Include names of departments in which intern trained and specific substantive areas in which training was provided.
6. Any travel undertaken in course of training. Include names of companies visited; their location; and the purpose of travel.
7. "Outreach" conducted by your intern or your company in connection with SABIT. For example, newspaper reports on the internship, presentations to business groups given by intern or company employees regarding your participation in SABIT, etc. (Please include copies of any publicity.)
8. Living accommodations for the intern: i.e. where did the intern live during the internship--an apartment, a home stay with one of your firm's employee's, or a hotel? Was this arrangement satisfactory to your company and your intern?

9. What are the major benefits you feel the intern derived from the training?
10. What are the major benefits you feel your company derived from hosting the intern?
11. How do you think the training will affect the intern's management and/or scientific capabilities upon his/her return home?
12. How do you think the internship experience will affect your company's business plans and capabilities in the former Soviet Union?
13. Do you have any suggestions for improving or changing the program?
14. Please provide any additional information of which you would like the SABIT program to be aware.
15. Can any of this information be quoted in future SABIT promotional material?

This report is authorized by Law (15 U.S.C. et seq., 15 U.S.C. et seq) . While you are not required to respond, your cooperation is needed to make the results of this evaluation comprehensive, accurate, and timely. Public reporting for this collection of information s estimated to be 25 minutes per response, including the time for reviewing instructions and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.